

Sample Director Evaluation Form

Rank the executive director on the performance factors using the performance definitions (5 = outstanding, 4 = significantly exceeds expectations, 3 = fully capable, 2 = needs improvement, 1 = unsatisfactory). See the attachment for definitions.

1. ADMINISTRATION

Performance Factor	Performance (From 5 to 1)	Comments
Planning		
Budgeting and Economic Management		
Organization of Work		
Compliance		
Problem Solving and Decision Making		
Evaluation and Control		
Risk (Liability) Management		

2. INTERPERSONAL

Performance Factor	Performance (From 5 to 1)	Comments
Oral Communication		
Written Communication		
Coordination/Collaboration		
Supervisory Control		
Leadership		
Staff Appraisal and Development		

3. INDIVIDUAL

Performance Factor	Performance (From 5 to 1)	Comments
Effort and Initiative		
Professional and Technical Competence		
Innovation		
Objectivity		
Credibility		
Flexibility		

4. LEADERSHIP

Performance Factor	Performance (From 5 to 1)	Comments
Coaching		
Empowering		
Modeling		
Team Building		
Vision		
Self-development		

OVERALL EVALUATION (Please check one.)

- Outstanding
- Significantly exceeds expectations
- Fully capable
- Needs improvement
- Unsatisfactory

What were the executive director's performance highlights in the past year?

What could have been most improved regarding the executive director's performance in the past year?

What should be the executive director's performance goals for the next year?

Evaluator's Signature _____ **Date** _____

Director's Signature _____ **Date** _____